



# U. S. MISSION

## Vacancy Announcement

### Riyadh – Jeddah - Dhahran

13-80

VACANCY ANNOUNCEMENT - RIYADH

07/15/2013

OPEN TO	US CITIZEN ELIGIBLE FAMILY MEMBERS (all agencies)
POSITION	ADMINISTRATIVE ASSISTANT FP-07, POSITION # 97091006
OPENING DATE	MONDAY, JULY 15, 2013
CLOSING DATE	MONDAY, JULY 29
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	<b>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-07 US\$ 39,994 (SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM)</b> --GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON. --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.

**NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION.**

- **EFMs: SPONSORING EMPLOYEE MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR TOUR OF DUTY FROM THE HIRING DATE OF THE EFM.**
- **EFMs: INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.**

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The U.S. Mission in Saudi Arabia is seeking an Appointment Eligible Family Member (AEFM) for the position of **Administrative Assistant** in the Office of Program Management-Ministry of Interior (OPM-MOI).

### **BASIC FUNCTION OF POSITION**

The incumbent provides various administrative and clerical duties in support of OPM-MOI by monitoring and reviewing incoming and outgoing correspondence/actions and determining the proper action or disposition to be taken. Assists Director's Administrative Assistant with the coordination of administrative arrangements for all aspects of meetings/conferences, VIP visits, TDY visitors and special functions. Assists officers and TDY personnel with travel arrangements, visas and accommodations. Assists with escorting visitors and maintenance personnel within section. Prepares presentation/handout photocopies and binding for internal & external meetings. Provides backup coverage for the Director's Admin Assistant. Other duties as assigned.

### **QUALIFICATIONS REQUIRED**

***NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.***

1. **Education:** Completion of Secondary School.
2. **Experience:** Two to three years of clerical, office management/secretarial experience is required.
3. **Language Requirements:** Level IV (Fluent) Speaking/Reading/Writing in English.
4. **Knowledge/Other criteria:** Must have familiarity with Embassy policy and procedures.
5. **Other Skills:** Excellent organizational skills, excellent computer abilities (MS Outlook, Word, Excel, Internet) in a fast paced environment. Excellent interpersonal skills and pleasant positive demeanor. Excellent organization skills, ability to create and maintain file system. Excellent verbal and written communication skills with significant attention to detail.

### **SELECTION PROCESS**

When equally qualified, US citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are **ineligible to apply for advertised positions within the first 90 calendar days of that appointment.**
3. Currently employed NORs hired under a Personal Services Agreement (PSA) **are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless** currently hired into a position with a When Actually Employed (WAE) work schedule.
4. **Security Clearance:** The applicant must be able to obtain and hold a **Secret** security clearance.

### **TO APPLY**

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment **DS-174**;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form **DD-214** with their application.
4. A clear copy of valid Saudi residence/work permit.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

In person: Front Gate, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: [Ahmedfs@state.gov](mailto:Ahmedfs@state.gov)

FAX: 01-488-7765

### **POINT OF CONTACT**

Human Resources Office

Telephone: 01-488-3800 X 4925

### **DEFINITIONS\***

**1. US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**2. EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR):** An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. AEFM (Appointment Eligible Family Member):** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil; Foreign, or uniform services.

**6. Ordinarily Resident (OR):** A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE: MONDAY, JULY 29, 2013**

**PLEASE NOTE THAT SHORT LISTING AND INTERVIEWS ARE NORMALLY COMPLETED WITHIN FOUR WEEKS OF THE CLOSING DATE. PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT HEARD FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE.**

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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